

Scope of Work/ Request for Proposal
Logistics Support for the Hanoi – Hue Bike Tour
January 24 – 30, 2016

REQUIREMENTS:

Number of cyclists: 15 (but 5 will share the tour with other cyclists doing second half)

Number of people accompanying cyclists: 9

Hotel accommodations in the following cities:

- Day 1 Hotel in Cuc Phuong (24 people)
- Day 2 Hotel in Nhu Xuan (24 people)
- Day 3 Hotel in Vinh (28 people); [Note: 4 extra for cyclists who will arrive and do second half of bike tour]
- Day 4 Hotel in Huong Khe (24 people)
- Day 5 Hotel in Phong Nha (24 people)
- Day 6 Hotel in Dong Ha (24 people)
- Day 7 Hotel in Hue (24 people);

Transportation support includes:

- 45-seater bus (for those accompanying but not cycling)
- Truck for bikes (for portions that will require traveling by bus)
- Additional 16-seat van or 7-seat SUV

Other logistical support:

- One English speaking guide
- One bike technician, including tools and parts to maintain rented bicycle.
- Bike rental [Note: Only one cyclist in our group will be using a rental bike from the tour company]

Meals: 28 meals total/person for 24 people for 7.5 days

Additional expenses:

- Airfare for guide and technician from Hue to Hanoi
 - Entrance fee for Phong Nha park for 24 people
 - Boat trip at Phong Nha park for 24 people
- [Note: Water/drinks/snacks are not included in scope of work as they will be provided by sponsors.]

TERMS & CONDITIONS:

1. The Offeror must be willing to accept Purchase Order from US Embassy Hanoi.
2. Backorders are unacceptable.

3. All items bid must meet or exceed specifications listed.
4. Proposals must be in local currency VND, firm fixed price to include 10% VAT and any other anticipated charges.
5. Selected vendor must be able to accept payment within 30 (thirty) days after the orders are delivered completely and the original correct invoice is received.
6. The payment will be made through Electronic Fund Transfer (EFT) to the vendor bank account as stated on the invoice.
7. Selected vendor bank account should be in the same currency as quoted.
8. Any cancellations after PO awarded, only services rendered will be paid.
9. Any usage of phone calls, mini-bar, foods or beverages or any additional cost that is not included in the room package will be the responsibility of the individual staying in the room.
10. For US Government rules and regulation reference, please read the attached Commercial Clause document (FAR 52.212-4 and FAR 52.212-5).
11. DUNS/SAM registration required as instructed in Invitation Letter.

Please send your proposal & quotation no later than Jan 08, 2016 by email to U.S. Embassy Hanoi to:

Ms Bui Huyen Trang
Procurement Agent
Email: buith@state.gov

Thank you for your cooperation.